

FIRE PREVENTION OFFICER
STUDY GUIDE

A written examination for the class of **FIRE PREVENTION OFFICER** to be administered in **NEW IBERIA** on **JULY 29, 2003**, will consist of approximately 116 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE INSPECTION PROCEDURES Knowledge of the processes and procedures necessary to conduct fire inspections in order to determine fire hazards and to identify violations of fire codes and ordinances, and to conduct pre-inspection research and planning.	12.1%
FIRE CODES Knowledge of fire codes, of the legal authority under which the duties of code enforcement are performed, and of liabilities incurred as a result of this authority, including calculation of occupant loads.	12.1%
FIRE HAZARDS Knowledge of the factors which constitute ordinary or special fire hazards, including materials, conditions, or negligence which may contribute to the start of a fire, or increase the extent or severity of a fire incident.	12.1%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE INVESTIGATION Knowledge of the procedures for conducting a fire investigation and for determining the cause of a fire, including deciding what may be considered unusual at a fire scene; char and burn patterns; factors affecting fire spread; determination of the point of origin and probable cause of a fire; reconstruction of the fire scene; estimation of loss or damage caused by the fire; interview and interrogation procedures; law enforcement procedures related to fire investigations; courtroom testimony; and collection of evidence, including fire scene photography.	14.7%
EVIDENCE COLLECTION Knowledge of evidence collection practices and procedures, including knowledge of what constitutes admissible evidence in a court of law; of the procedures for securing and protecting evidence and the legal parameters relative to evidence security; of the use of basic photography equipment; and of laboratory requirements for processing evidence.	5.2%
FIRE CHEMISTRY Knowledge of the chemistry of fire, including ignition temperatures and properties of flammable and combustible materials, flame and smoke spread, and products of combustion.	9.5%
BUILDING CONSTRUCTION/PLAN REVIEW Knowledge of building construction and of the procedures for review of building plans in order to verify conformance to fire safety codes and to identify any possible fire hazards, including the purpose of rated building construction and where such is required; building construction components installed for fire-related purposes; and building construction classification.	8.6%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE RECORDS AND REPORTS Knowledge of effective records-keeping practices, including preparation, content, control, and retention, and of the information gathering process and procedures for completing required reports, including completing necessary sketches and diagrams, in order to document the performance of fire prevention duties.	8.6%
PUBLIC RELATIONS Knowledge of accepted public relations practices in order to interact with other agencies, and with the public in various situations including code enforcement, or public fire education activities, and fire prevention activities.	8.6%
FIRE SERVICE MANAGEMENT Knowledge of the principles of effective fire service management, including management theory and organizational behavior; performing duties requiring interpretation of laws and policy; and planning operations to handle fire prevention problems or enhance division programs.	8.6%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Fire Inspection and Code Enforcement, 6th ed., 1998.

Introduction to Fire Origin and Cause, 2nd ed., 1997.
Essentials of Firefighting, 4th ed., 1998.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

FIRE PROTECTION HANDBOOK, NFPA, 18th ed., 1997.
Section 2 - Fire and Life Safety Education

KIRK'S FIRE INVESTIGATION, Brady, A Prentice-Hall Division, Englewood Cliffs, New Jersey, 07632, 4th ed., 1997.

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 3rd ed., 1995.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

NFPA INSPECTION MANUAL, NFPA, 7th ed., 1994.

NATIONAL FIRE CODES/STANDARDS (NFC):

NFPA #101 - Life Safety Code: NFPA, 1997 edition.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material(mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.

